
PURCHASING USER MANUAL	1
AUTHORIZING A REQUISITION.....	1
INTRODUCTION	1
TO AUTHORIZE A REQUISITION	1

PURCHASING USER MANUAL

AUTHORIZING A REQUISITION

INTRODUCTION

After you have saved and completed the itemization of your requisition, our agency may require another user to authorize the requisition before the fiscal coding can be completed and the requisition approved. NOTE: Fiscal coding can be entered and saved, but the requisition cannot be marked “Coding Complete” until it is authorized.)

If your agency requires manual authorization, a person who has been assigned as an Authorizer by your agency’s Purchasing administrator must authorize the requisition.

If your agency’s Purchasing administrator has enabled automatic authorization of requisitions, no authorization steps are required.

TO AUTHORIZE A REQUISITION

If your agency requires manual authorization, a person who has been assigned Authorizer security by their administrator must authorize the requisition before the fiscal coding can be completed.

1. If you are just opening the **Requisitions** menu, click the **Status** tab.
2. Click **Authorize** next to a requisition with a status of **Awaiting Authorization**. The **Requisition** screen will open.
3. If necessary, review the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**) to review any information that helps you determine whether or not to authorize the requisition.
4. Click the **Authorize** button.
5. Coding can now be completed and the requisition can be approved.

Figure 1 – Awaiting Authorization

The screenshot shows the 'Requisition' screen with the status 'Awaiting Authorization' highlighted in a red circle. The 'Authorize' button is also highlighted in a red circle. The screen displays the following information:

- Status:** Awaiting Authorization
- Requested by:** PATRICIA ROLLER (03/19/2008)
- Edited by:** PATRICIA ROLLER (03/19/2008)
- Total:** \$4,182.98
- Buttons:** Add Item, Authorize, Clear All Items, Void Requisition, make template
- Table:**

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	Sub Total	Workflow
Menu		Awaiting Authorization		Solar Panels	4	Each	800.00	3,200.00	walkthru
Menu		Awaiting Authorization		Converter	1	Each	900.00	900.00	walkthru
Menu		Awaiting Authorization		Electrical Tape	2	Roll	3.99	7.98	walkthru
Menu		Awaiting Authorization		Wire	3	Roll	25.00	75.00	walkthru